

Agenda – Denver Airport Courtyard Marriott

Objective	2019 PETS Planning	
Date	July 22, 2018	
Time	From: 8:30 a.m. To: 4:00 p.m.	
Meeting Room	To Be Determined (probably Copper 1)	
Scribe	(2019-20 PETS Chair – Dale Schultz)	
Convener	Bill Emslie	
Attendees	PETS Planning Committee Members in Attendance:	
Approx. Time	Agenda Items NOTE: Items discussed may not be brought up in the order given below.	Discussion Leader
8:00 AM	Light breakfast served in meeting room	
8:30 AM	Introductions & Review minutes from PETS closeout Meeting and 2018 PETS Exchange suggestions	Bill
	PETS Alliance Review & PETS Exchange for 2019	
9:45 AM	BREAK	
10:00 AM	Review Survey of the 2017 PETS	ALL
	Time Line – Handout and review	Bill & Arlene
	Budget review	Arlene
	Confirm who will fill open positions beginning in 2020: Administrator, Hotel Liaison, Website Administrator, Vendor/SaA chair.	Bill
	Speaker and Vendor proposals	DGE Group
	Utilizing meeting space – District Rooms, training rooms, hospitality	Arlene
	PETS materials, bag or folder, DGE ship to address	Ruthe (if attending)
	Leadership Briefing – who speaks, topics	PETS Chair-elect - Dale
11:00 AM	Selecting and training facilitators	Phil
11:30 PM	LUNCH	
12:00 – 4:00	Review Renaissance (district rooms, training rooms, hospitality, etc.)	Group
	AG, Rotary & Foundation 101 training segments	Phil
	ERT team – AV for 2018	Doug (if attending)
	Review www.highcountrypets.org – changes & updates	Arlene
	PETS Guidelines – Review any proposed changes – New duty descriptions	Bill & Arlene
	Review hotel contract provisions – changes coming in 2019	Arlene/Bill
	Vendors/exhibits for 2019	Arlene

MEETING MAY NOT LAST UNTIL 4 PM. TYPICAL ADJOURN TIME IS BETWEEN 2 AND 3.